

# JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-163
Final Filing Date:	April 17, 2009 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (General)	Range A – 2817-3426 Range B – 3050-3708 Range C – 3658-4446	Office of Statewide Health Planning and Development Accounting & Reporting Systems Section 400 R. St., Rm. 250 Sacramento, Ca. 95811

## General Statement:

Under the general supervision from the unit manager the incumbent perform analytical tasks associated with the automated systems for collecting and disseminating annual utilization reports and other special reports for the Division. Also, conducts special analytical studies and serves as liaison with other Sections.

## Duties:

The position will have a variety of duties associated the production of the State Utilization Data files for Hospitals, Long Term Care facilities, Primary Care Clinics, Specialty Clinics, and Home Health Agencies/ Hospices. The files are based on data collected on a web site using the ALIRTS application. Typical duties will be assuring the documentation that accompanies ALIRTS is accurate and up to date. Periodically testing the software. Reviewing the data submitted on the system to assure it meets departmental standards. Coordinating the communications with the facilities. Analyzing data files and writing reports to management. Communicating with system stakeholders to assure higher data quality.

## Desirable Qualifications:

Good working knowledge of personal computer, particularly MicroSoft Word and Excel; Ability to get along well with others and be flexible; Communicate with the health facility personnel; Dependable; Organized and able to meet deadlines.

Ability to:

- Analyze the operation of an application and document problems
- Coordinate the communication effort to inform healthcare facilities of the report cycle.
- Serve as technical support for a web based application
- Test an application and document the results.
- Use statistical tools to analyze a database.

## Who May Apply:

Applications will be accepted from individuals currently in the above classification or who have list, transfer or reinstatement eligibility. Appointment is subject to SROA policies. Only the most qualified individuals will be interviewed.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

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Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

Office of Statewide Health Planning & Development  
Attention: Michael Derrick  
400 R. St., Rm. 250  
Sacramento, Ca. 95811

For more information, contact Michael Derrick at (916) 326-3841.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.